



DEPARTMENT OF THE ARMY  
CALIFORNIA ARMY NATIONAL GUARD  
HEADQUARTERS, CAMP ROBERTS  
CAMP ROBERTS, CALIFORNIA 93451-5000

CACR-CDR

20 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fundraising

1. **REFERENCE:** CA ARNG Pam 600-1, Standards of Conduct addresses fundraising. The Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R. 2635.202) prohibits employees from both accepting and soliciting gifts from prohibited sources. In addition, solicitations of anyone, by personnel using their official position or capacity, violates 5 C.F.R. 2635.702 (use of public office for private gain.)
2. **PURPOSE:** To provide command guidance regarding fundraising.
3. **SCOPE:** This policy applies to all military and California Army National Guard employees.
4. **General Restrictions.** First consult with our Staff Judge Advocate before soliciting or starting a fundraising campaign. If you need to raise funds for private organizations (scouts, athletic clubs, civic groups, etc.) or for unofficial activities of your organization (banquets, picnics, etc.) make sure State and Federal personnel who are soliciting funds do so without referring to their office, title, position, or authority; are not in uniform; do not solicit from subordinates; and do not solicit from prohibited sources. The following restrictions on fundraising apply to California Army National Guard employees no matter where they conduct fundraising activities.
  - You may not solicit subordinates;
  - You must be in an off-duty status and out of uniform;
  - You may not solicit a prohibited source (for example, a government contractor);
  - Your participation in the fundraising must remain completely outside the scope of your official position and must not imply government endorsement of the fundraising activity;
  - Any solicitation must not reference your official position or title;
  - You must not accept money or gifts where you believe the money or gift was given because of your official position;
  - Any solicitation must comply with all local laws, ordinances and regulations;
4. Our Staff Judge Advocate is LTC Casados at [Glenn.Casados@ca.ngb.army.mil](mailto:Glenn.Casados@ca.ngb.army.mil).

JOHN F. SMITH  
COL, FA  
Commanding

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C (Garrison Staff, Tenant Organizations, and Units using Camp Roberts)